

M e m o r a n d u m

Date: December 4, 2009

To: Office of Air Operations *KEITH*
Attention: Captain K. R. DittimusFrom: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 28, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI randomly selected items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 124 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	86	69.35%	29.13	30
Telecommunications	26	20.97%	8.81	9
Fleet	4	3.23%	1.36	2
Weapons	8	6.45%	2.71	3
Total	124			44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 40 of the 44 items were located. Four of the items were found to be transferred out of the command. The property inspection results of the equipment recorded on

Safety, Service, and Security

Office of Air Operations

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December 4, 2009

the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing the equipment located at the command to the OPI inventory lists, six out of seven items reconciled. One item (radio head) was found but not listed on the property record. However, the item was listed on the Motor Vehicle Assignment and Transfer, CHP 57, as transferred into the command. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Assistant Commissioner, Field, by March 4, 2010.

Furthermore, in accordance with the Governor's Executive order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Office of Air Operations Section (018)
September 28, 2009**

ATTACHMENT A

[illegible]

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY INSPECTION REPORT
Air Operations Section (018)**

ATTACHMENT B

ASSET #	DESCRIPTION	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	101550	BINOCULAR IMAGE STABILIZING CANON	8300076J	X					
2	107209	PRINTER LASERJET 5N P043H605 HEWLETT PACKARD	US3S004303	X					
3	113865	CAMERA DIGITAL	OLYMPUS	48508877	X				
4	113946	DICTATING MACHINE	SONY	0513782	X				
5	113947	DICTATING MACHINE	SONY	0153784	X				
6	124687	FAX MACHINE	CANON	UY560215	X				
7	136684	SCANNER SCANJET 5550C #064F HEWLETT PACKARD	CN46VS60R9				X		CHP 266, 8-24-09, to 041
8	138891	COPIER	SHARP	56000632	X				
9	140048	AIRBOURNE MULTI SENSOR SURV WESCAM					X		CHP 266, 9-21-09, to 811
10	142256	MANIKIN, ADVANCED LIFE SUPPLY LAERDAL	FST1909	X					
11	143062	LAPTOP	IBM	LV-N3265	X				
12	144979	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23555	X					
13	144981	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23557	X					
14	144985	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23561	X					
15	144989	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23565	X					
16	144990	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23566	X					
17	144991	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23567	X					
18	144994	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23570	X					
19	145000	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23576	X					
20	145001	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23577	X					
21	145002	NIGHT VISION IMAGING SYSTEM PINNACLE TUBESAN	23578	X					
22	151329	COMPUTER	HEWLETT PACKARD	2UA7230GVK	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY INSPECTION REPORT
Air Operations Section (018)**

ATTACHMENT B

	ASSET #	DESCRIPTION	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	154916	PRINTER	HEWLETT PACKARD	JPSC78J03W	X					
24	158661	VITALSLIM CONTROL UNIT W/RE LAERDAL		2108	X					
25	164412	LAPTOP	GATEWAY	4646164	X					
26	164418	LAPTOP	GATEWAY	4646170	X					
27	76276	HELICOPTER INSTRUMENT FLIGHT SIMULATOR		112H	X					
28	80531	CAMERA AF OM77	OLYMPUS	1048037	X					
29	87695	TRACTOR W/TOW BAR POD0001	HONDA	H4514HSA	X					
30	99532	TV/VCR P0006D5015	QUASAR		X					
EQUIPMENT TO INVENTORY LIST										
1	135381	PRINTER	HEWLETT PACKARD	USGNX49615					X	
2	142255	MANIKIN, ADVANCED LIFE SUPP	LAERDAL	FST1908				X		With 142256
3	146145	MULTIMEDIA PROJECTOR	NEC					X		
4	158041	DIGITAL CAMERA	CANON	3021204461				X		

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Air Operations Section (018)

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #		Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R45091	Mobile Repeater	1218698	C2835P	7625704	GE	X				
2	R54337	Scanner			45004933	UNIDEN	X				
3	R54559	Scanner			45007630	UNIDEN	X				
4	R59156	Scanner			55009473	UNIDEN			X		CHP 266, 7-9-08, to 708
5	R62928	Hand-Held Radio	09877		402AWW4910	MOTOROLA	X				
6	R71968	Battery Charger - Radio				MOTOROLA	X				
7	R79266	Control Head - Mobile	1218698	C2835P		GENERAL ELECT	X				
8	R80701	Scanner	1218698	C2835P	96001110	UNIDEN	X				
9	R81010	Scanner			96001050	UNIDEN			X		CHP 266, 7-10-08, to 518
EQUIPMENT TO INVENTORY LIST											
1	R43991	Mobile Radio	1218698	C2835P		GE			X		
2	R99993	Cellular Telephone			A000000733EB	LG			X		
3	R77190	Radio head (not on inventory)							X		5LSR695, CHP 57, 6-19-08, 074 to 018

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	FAILCC
C1a	3CCY894	5L5F695	① COMMANDER VEHICLES	2005	FCF	CFMVC	001
C1b	C2835F	1218698	② JET FUEL TFLC	2006	FCF	FL	001
C18	C1349	E982698	③ ADMINISTRATIVE VEHICLES	1999	CH	MALIEL	001
C18	T213	E00046	④ TRAILERS	1998	LM	UTILITY TFLF	001

Page Number: 1

If any vehicles have been transferred - attach CH 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDER SIGNATURE: _____

4 TOTAL

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
018 - Office of Air Operations

ATTACHMENT E

PAGE 1 of 1
August 11, 2009

Officer Issued Weapons

[REDACTED]

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

018 - 01

FROM (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Air Operations	018	Michelle Milami	08/24/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Information Management Division	041	2	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Departmental mail			

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE _____

AUTHORIZED BY

Destroy Previous Editions

c266_208.pdf

VEHICLE NR:		3QDY894	
YEAR:	2005	LICENSE NR:	5LSR695
MAKE:	FOR	REPLACES VEHICLE:	2QCO798
MODEL:	CRNVIC	VIN:	2FAHP71W25X162429
CLASS CODE:	CO	DATE PLACED IN SERVICE:	10/28/2005
DEALER STOCK NR:	6735	FUEL CARD #:	450788

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	42241
A RADIO CONTROL HEAD	77910
A REPEATER	44565
ANTENNA - UNDERCOVER	
ANTENNA SWITCHING B0	
CABLE - MAIN RADIO	
FIRE EXTINGUISHER BR	
FIRST AID KIT	
FLASHLIGHT CHARGER	
LED MIRROR MT RD/BL	
LED REAR DECKLIGHT	
MAXI - FUSE HOLDER	
SIREN	
TINTED WINDOWS	
UNDERCOVER LICENSE P	
UNDERCOVER RADIO/SIR	
UPHOLSTERED CONSOLE	
WIG WAG FLASHER	

COMMENTS:
CLARK / LERWILL / DITTIMUS
6-13-08 FROM 001/050 TO 074 FOR REASSIGNMENT @ 22184 MILES.
6-19-08 REASSIGNED TO 001/018 AIR OPS FOR COMMANDER.

ASSIGNED TO LOCATION: 001/018

RECEIVED BY: K. R. [Signature]
(signature)

PRINT NAME: KENTY DITTIMUS

ID NUMBER: 10265

DATE: 6/19/08

----- End of Report -----

ODOMETER: 22184
TRANSFERED FROM LOCATION: 074

DELIVERED BY: [Signature]
(signature)

PRINT NAME: L Treble

ID NUMBER: A-07-29P

DATE: 6/19/08

018-03B

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

~~Asset~~ Information

Asset # R77190

SN

Model # S810

Description RADIO MOBILE CONTROL HEADS

Vendor Name

Warranty End

Asset Key RADIO MOBILE CONTROL HEADS.S810.NONE

Location 509.00.00.0

Vehicle # 909489

Assigned to Vehicle LC# C2147E

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CREDIT MEMO - EQUIPMENT
CHP 256 (Rev. 10-07) OPI 078

INSTRUCTIONS TO COMPLETE
AND DISTRIBUTE ON REVERSE

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by: _____

FROM: (COMMAND NAME)		LOCATION CODE		PREPARED BY	DATE
Office of Air Operations		018		Michelle Milami	07/10/2008
TO: (COMMAND NAME)		LOCATION CODE		NUMBER BOXES/PIECES IN THIS SHIPMENT	
Southern Division Air Operations		518		1	
SHIPPED VIA				DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify):					
EQUIPMENT					

EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)
KATHA TAYNALL

PRINTED NAME W. L. L. L.

DATE	7/16/08
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